

### **Description**

The Advanced Study Program (ASP) provides a mechanism for graduate-level study when the attainment of an advanced degree by an employee will enhance program objectives at the Laboratory.

The study program must be undertaken in residence at a recognized college or university in the United States.

### **Eligibility**

To be eligible for the Advanced Study Program (ASP), the candidate must:

- Be a regular full-time exempt employee with 36 months of continuous, regular full-time employment immediately preceding the appointment.
- Have a bachelor's degree and been accepted by a University for a course of study culminating in a master's degree in the selected field.
- Have, if pursuing a Ph.D. degree, a bachelor's degree plus approximately two years of graduate credits applicable to the field proposed for advanced study.
- Have a definite and feasible plan for the graduate study.

### **Length of Leave**

Advanced study leave will not exceed 12 months, not necessarily consecutive. If an employee proposes to return temporarily to work status during the period of advanced study leave, this issue must be addressed in the leave request and approved at the time the leave is requested.

**Contact :** Yolanda Sanchez, HR-S Staffing Services Group, 665-2430, MS P219

### **How to Apply**

Application forms are available from HR-S Staffing Services Group.

The necessary approvals for the Advanced Study Program are the cognizant Group Leader and Division Director. HR-S Staffing Services Group coordinates the final details of the leave and furnishes the employee with needed information.

Laboratory policy on the Advanced Study Program can be found in [am410](#) of the [Policy Manual](#).

## Application for Appointment to the Advanced Study Program (ASP)

*This application is to be initiated by the ASP applicant who must complete Part A, items 1 through 10, after reading Section 400, Subject 410 of the Administrative Manual. Please forward the completed Part A to your Group Leader for discussion and completion of Part B. Following completion of Part A and B, forward to your Division Director for approval.*

Please submit the completed application, along with letter of acceptance from the University to Yolanda Sanchez, Program Coordinator, HR-Staffing Group, MS P219.

### Part A

1. Name \_\_\_\_\_ Group \_\_\_\_\_ Division \_\_\_\_\_  
Z# \_\_\_\_\_ Phone \_\_\_\_\_ MS \_\_\_\_\_

Indicate dates of regular, full-time employment at the Laboratory.

2. Specific date(s) for which appointment to the Advanced Study Program (ASP) requested:

3. (a) Degree being pursued \_\_\_\_\_ Major \_\_\_\_\_

University attending \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

University contact with whom arrangements have been made (*Name, Title, Address*):

Please attach letter of acceptance from the university

Undergraduate Degree \_\_\_\_\_ Date Earned \_\_\_\_\_

Major \_\_\_\_\_ University Granting Degree \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Other Degree \_\_\_\_\_ Date Earned \_\_\_\_\_

University Granting Degree \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

3. (b) Provide specific title of each course to be taken or the general outline for your graduate study.

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4. If the ASP is intermittent, describe proposed job duties during the interim periods (*e.g. summer break, etc.*).

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5. What is the anticipated job situation and compensation:

a) while in the program?

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b) after completion of the ASP leave (*thesis support, time, materials, site advisor, etc.*)?

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c) upon completion of degree?

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6. What are the estimated tuition and textbook costs while on ASP?

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What are the estimated total travel costs (*moving of household goods, etc.*) associated with the ASP appointment? (*Under the ASP, family travel and household goods shipment to and from the place of study will be reimbursed according to official Laboratory travel policy. The travel and household goods shipment must be accomplished close to the beginning and the end of the appointment.*)

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List fellowships, scholarships, paid teaching etc.

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7. Academic references *(give two with title, name, and address):*

(1) 

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(2) 

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8. Describe the professional benefit you will accrue through the course of study.

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9. Describe the immediate and long-range benefits that will accrue to the Laboratory/DOE programs.

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10. A statement of your intention to return to work at the Laboratory after completion of the advanced training is required. You may sign the statement given below or provide a signed statement of your own. If an alternative statement is given, cross out the suggested statement and use the space provided for your own statement.

*"I intend to return to work at the Laboratory after completion of my advanced training, including thesis work, thereby ensuring a return to the Laboratory on its investment in my education."*

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**Statement:**

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Applicant's Signature

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Date

There is no mechanism at present to quickly bring the ASP participant's salary into alignment after confirmation of the advanced degree pursued.

Please sign acknowledging and understanding of the above statement.

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Applicant's Signature

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Date

*You are expected to place documentation of the degree earned in your Laboratory personnel folder upon completion of your degree.*

*Please forward the completed Part A to your Group Leader for discussion and completion of Part B*

**Part B**

11. What is the expected benefit of the applicant's advanced degree to your group? List how the applicant's new skills, knowledge, and degree will be utilized?

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12. What is the expected benefit of the applicant's advanced degree to the Laboratory/DOE programs?

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13. If the ASP is intermittent, what are the proposed job duties during the interim periods (*e.g. summer break, etc.*)?

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14. What is the anticipated job situation and compensation:

a) while in the program?

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b) after completion of the ASP leave (*thesis support, time, materials, site advisor, etc.*)?

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c) upon completion of degree?

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*It is recommended that the compensation discussion include the range of the probable salary after completion of the degree (not just the ASP), contrasted with the salary range that would be required to bring the candidate into alignment appropriate to his/her own skills*

15. Will there be a position available one year or longer in the future that utilizes the newly-developed talents of the ASP participant? (*Please take into consideration your group's funding and whether your group will have work to match the newly gained knowledge, skills, and degree.*)

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### Group Leader Recommendation

Your signature indicates that you have discussed the above questions with the ASP applicant and recommend the program.

☐ Yes ☐ No

\_\_\_\_\_  
Group Leader Signature

\_\_\_\_\_  
Date

*Please forward completed Parts A & B to your Division Director for approval*

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### Part C

#### Division Director Approval

Your approval indicates that you have discussed with the Group Leader and the ASP applicant how Division management plans to utilize the applicant's new skills, knowledge, and degree.

*(A division approving an employee for the ASP should consider not only the individual's probable academic success, but also the division's need for such expertise in at least as critical a manner as it would consider a new hire with the advanced background.)*

The Division has intent to use the participant's new skills, knowledge, and degree even if the mission of the sponsoring group changes and the applicant's education is no longer relevant.

Approve ☐ Yes ☐ No

\_\_\_\_\_  
Division Leader Signature

\_\_\_\_\_  
Date